

Appendix C: STUDENT LEADERSHIP FUND

The Student Leadership Fund can provide financial assistance to students or student groups, for special initiatives and events that enhance student experience, overall campus life, or demonstrate student leadership.

FUNDING ELIGIBILITY

- Individual students who are presenting or have a leadership role at a conference, case competition, debate, community leadership event, etc.
- Student leaders who are attending an event or conference to learn and implement new initiatives on campus that will broadly benefit College students.
- College student groups hosting a conference or event that is open to all students.

FUNDING GUIDELINES

- One funding request per student/student group will be approved per fiscal year.
- You must complete the request form, including a detailed budget as per College Travel Request Form.
- Requests must be submitted a minimum of three weeks in advance.
- Upon approval, funding will be provided in advance of initiative or event. Proof of travel/attendance, participation, and expenses will be required upon completion.

ADDITIONAL REQUIREMENTS

- Upon completion of the event or initiative, you will be required to submit a one-page summary reflecting on your learning and experience during the initiative/event and how you plan to apply what you have learned to the broader campus community.
- Additional requirements may be requested on a case by case basis.

SUPPORTING DOCUMENTATION REQUIRED

- Upon completion of the project or conference, you must submit your reflection. You must also provide proof of event costs (e.g. travel receipts, hotel bills, conference registration fee receipts, program materials costs, etc.).
- If your application is accepted, you will be required to sign a commitment form, stating that you will return funds if requirements are not met, or you withdraw from the project or conference.

To apply for the Student Leadership Fund, please email your request form to:
Co-op and Employment Services Coordinator
careerandplacementofficer@cotr.bc.ca

4. What other sources of funding have you applied to and/or received?

5. Complete a travel request form and attach to the application (see Co-op and Employment Services Coordinator for the form).

Estimated Expenditure Budget: Provide a detailed list of expenses associated with the initiative. (Please note that you will be asked to submit receipts upon funding approval.)

Item	\$ Amount
TOTAL	

Sources of Funding Requested/Received: Please provide a detailed list of your anticipated sources of funding and requests made (College Department, Dean, Student Association, personal contributions, fundraising, etc.).

Source	Amount Expected/Requested	Amount Confirmed (Y/N)